

Missouri House of Representatives



Chamber Audio System Upgrade Request for Proposal

May 2 , 2016

Direct all communications related to this RFP to the following contact:

**Rich Beckwith
Purchasing Agent
Missouri House of Representatives
Room B16 State Capitol Building
Jefferson City Missouri 65101
Office 573-522-3100
Fax 573-751-3292
Rich.Beckwith@house.mo.gov**

Table of Contents

Section I—RFP Overview	2
Section II—Supplier Instructions.....	5
Section III—Background	7
Attachment 1: Intent to Bid Form	9
Attachment 2: Bidders' Walk Through Attendance Form	10
Addendum	

Section I—RFP Overview

A. Purpose of the RFP

The Missouri House of Representatives is evaluating proposals for replacement of the audio system in the House Chamber. For this purpose, the Missouri House has developed this Request for Proposal (RFP) to provide vendor providers the background information required for a successful bid.

B. General Conditions

This RFP is not an offer to contract. Acceptance of a proposal neither commits the Missouri House of Representatives to award a contract to any supplier, even if all requirements stated in this RFP are not met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price. We will thoroughly examine each proposal for best price, product/service quality, performance measures, and flexibility, while also gauging the companies' ability to support the proposed services in Mid Missouri.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must compete in their own interest and in their own behalf. **If the contractor is subcontracting any portion of this agreement, they must identify the subcontractor(s) in the proposal and the services they will provide.**

The Missouri House of Representatives reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, the Missouri House may enter into negotiations with one or more entities simultaneously and award a contract without notification. The Missouri House may, at its discretion, seek clarification from any vendor that has submitted a proposal and may do so without notification to any other vendor. At the sole discretion of the House of Representatives, bidder presentations may be requested before award of the contract. The House of Representatives may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where these services are provided, and/or a demonstration of the proposed services.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal.

All suppliers who submit proposals will be notified of the results of the selection process.

Any contractor selected will be required to ensure that it and any subcontractor (s) retained by you shall comply with all Missouri and Federal laws and regulations, including Missouri's prevailing wage law, if applicable.

The vendor will absorb all costs incurred in the preparation and presentation of the proposal.

Any legal proceedings against or regarding this RFP or any resultant contract shall apply Missouri law and be brought in a State of Missouri judicial forum. Venue shall be in the Cole County Circuit Court, Jefferson City, County of Cole, Missouri.

The vendor shall indemnify, defend, and hold harmless the Missouri House, the state of Missouri, and their officers, agents, and employees from

- Any claims or losses for service rendered by the vendor, person, or firm performing or providing services, materials, or supplies in connection with the performance of the contract;
- Any claims or losses to any person or firm injured or damaged by the erroneous or negligent act of the vendor, its officers, or employees in the performance of the contract;
- Any claims or losses resulting to any person or firm injured or damaged by the vendor, its officers, or employees by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the contract in a manner not authorized by the contract or by federal or state statutes or regulations; and

Any failure of the vendor, its officers, subcontractors, or employees to observe Missouri statutes, including but not limited to labor laws and minimum wage laws.

The vendor shall be responsible for the cost to repair any damage to House premises or State Capitol building incurred during the removal of existing equipment or installation of new equipment as specified in this RFP. As part of the RFP response the vendor will provide proof of insurance or surety bond with bond number and certification.

Payment for equipment and services will be in installments based on an approved installation plan and mutually agreed upon milestones. The House reserves the right to reject a proposal if the installation plan or milestones are unacceptable to the House.

All contracts are subject to appropriations and the release of funds by the Governor.

C. Confidentiality

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP. You should treat as strictly confidential and proprietary the terms of this RFP and all other information provided by us in connection with this initiative. Your receipt of this RFP constitutes your agreement not to disclose such information or the fact that you have been asked to submit a proposal to a third party for any reason. Without limiting the foregoing, you are not authorized, without our prior written consent, to publicize the fact that you are a potential supplier to us.

We will treat information received from your company as confidential or proprietary with the same consideration.

D. Contract Term

For the purpose of this RFP, any contractual period will be up to 12 months, provided that appropriations are made for such purpose by the Missouri General Assembly and are enacted into law. The proposal should include a method of termination prior to the full term by either party through an appropriate period of written notification.

E. Proposal Effective Period

Suppliers should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by the Missouri House of Representatives.

F. Evaluation Criteria

Evaluation criteria will include, but may not be limited to, the following:

- Responsiveness to the RFP specifically to the degree of which proposal provides the most complete and concise response to the requested information.
- Depth of operational support in providing on-site managed vendors with qualified, dedicated employees and past experience in this area. The House of Representatives will be looking for past history of company's services and if such services are currently in Missouri.
- Cost of the proposal
- Value added features

Supplier Instructions

A. RFP Schedule

This schedule outlines the major activities that will occur in this bid process and the due dates. Any changes in deadlines will be communicated to all suppliers in writing. We reserve the right to disqualify any supplier who does not comply with these deadlines. The Missouri House reserves the right to modify or extend the following deadlines at our sole discretion.

Activity	Description	Due Date/Time
Submit Intent to Bid Form	Send form provided in Attachment 1 to contact on RFP cover page via e-mail or fax; include all contact information.	Friday May 13, 2016 10:00 p.m.
Submit Bidders Walk Through Attendance Form	Send form provided in Attachment 2 to contact on RFP cover page via e-mail or fax; include all contact information.	Friday May 13, 2016 10:00 p.m.
Attend Bidders Walk Through	Walk through of HOUSE OF REPS Vendors – you will be notified if you send in the Bidders Walk Through Attendance Form and your name is listed on the form	Monday May 16, 2016 1:00 p.m.
Submit final RFP response	Send (2) two bound copies to contact on RFP cover page as specified in Section II, Subsection C of the RFP	Friday May 27, 2016 5:00 p.m.
Negotiate/execute contract with selected vender	Coordinate with contact on RFP cover page	To be determined
Implement services (selected vender)	All equipment must be on site and operational	August 30, 2016

B. Supplier Questions and RFP Addendum

Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to the contact identified on the cover page of the RFP, according to the RFP schedule provided in Section II-A. The House of Representatives will issue answers to all supplier questions, as noted in that schedule.

In the event that modifications or additions to the RFP become necessary, suppliers will be notified in writing.

C. Proposal Content

Your proposal should be organized as follows.

Label	Description
<i>Include with proposal as separate document</i>	Letter of Introduction
Table of Contents	Include a table of contents with section and subsection headings
General Supplier Information	
References	
Proposed Costs	
Appendix	Include any additional material referenced in your proposal that is essential to the House of Reps informed review. Please do not include bulk marketing material unless it illustrates or explains a specific point you are making.

Section III—Background

A. Facilities

The information provided in this section and referenced attachments details our current equipment, staffing, and other information by which you will prepare your proposal. This information should form a thorough baseline for your recommendations. The bidders walk through is an opportunity to see the operation and augment the information provided in this section.

B. Scope of Services

- Replacement of the audio system in the House chamber.
 - All audio processing units will be manufactured by BiAmp, the standard for audio processing units in the House. The successful vendor will have at least five years of experience selling and maintaining BiAmp audio processing equipment in large production environments.
 - All amplifiers will be high efficiency 4 channel class D amplifiers with GPIO interface to facilitate standby operation. The amplifier must support 70 volt and low impedance loads, and have a built in power supply.
 - The system must have a touch screen capability for controlling the 40 inputs to the system. The vendor will be responsible for developing the touch interface to House specifications. All configuration will be with the BiAmp Canvas utility and configuration files will be supplied as part of the final product.
 - Optionally, the vendor will include pricing for replacement microphone and microphone stand technology.
- Removal and disposal of existing equipment consistent with federal and state regulations regarding safety and hazardous materials removal.
- Installation of new audio amplifiers, audio processing, supporting equipment and related wiring consistent with InfoComm CTS standard practices.
- Fabrication of items necessary for installation consistent with manufacturer's specifications.
 - Installation consistent with accepted architectural practices and rated loads.
 - Installation consistent accepted electrical standards.
 - System testing to assure proper operation consistent with manufacture's specifications.
 - Integration in to existing audio systems and loud speakers.
 - Replacement of all hardware and software required for installation and ongoing operation of the system
- The vendor shall provide a minimum warranty of 1 year following installation, acceptance, and final testing. During the warranty period, the vendor shall remedy any

problem that hinders system operation within 1 business day when the House is in session. The 1 year warranty shall be included within the vendor's response to this RFP. The Missouri House will not be liable for costs or expenses during the warranty period

C. Work Products

- Ongoing Communications. The vendor shall have ongoing communications with House staff regarding the progress of the work, status of any component manufacturing, and plans for installation and completion.
- Progress Reports. Work shall commence on or about June 13, 2016, or such time that the vendor has access to the equipment required to be upgraded.
- The vendor shall provide monthly written progress reports to the House Purchasing Agent. The first report shall be due June 1, 2016, and continue monthly, and shall include a status update and a summary of the vendor's capability to proceed as required under the contract.
- Final Written Report. All work should be complete by September 1, 2016. A final written report shall indicate the completion of all work provided under the contract.

Attachment 1: Intent to Bid Form

This form acknowledges your receipt of this RFP and states whether your firm intends to submit or not submit a proposal.

Company Name and Address			
Primary and Alternate Supplier Contacts (please include name, title, telephone number, fax number and e-mail address)			
Do you plan to submit a proposal?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not bidding, please state the reason			
Authorized Signature:		Name:	
Date:		Title:	

Please return this form to the contact identified on the front cover of this RFP via mail, fax (573-751-3292) or e-mail (rich.beckwith@house.mo.gov) before 10:00 p.m., Friday May 13, 2016.

Attachment 2: Bidders' Walk-Through Attendance Form

This form confirms your intent to attend the scheduled Bidders' Conference.

Supplier Name and Address		
Do you plan to attend the Bidders Walk Through?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not attending, please state reason		
Please list planned attendees (maximum of 5; please provide name, title, company and telephone number)		

Please return this form to the contact identified on the front cover of this RFP via mail, fax (573-751-3292) or e-mail (rich.beckwith@house.mo.gov) before 10:00 p.m., Friday May 13, 2016.